

STUDENT ORGANIZATION CREDIT CARD PAYMENT FORM

Student Name (Last, First, MI): _____

Date: _____ Email: _____

Campus-Wide ID #: _____ Phone: _____

Student Organization: _____

No abbreviations or acronyms.

The above named organization or individual hereby requests credit card payment for the following:

Event or Activity: _____

Event Date(s): _____ Event Location: _____

Credit card payment requests must be submitted to the student life office at least ten business days before the event date.

Number in Attendance: _____

List each person's name if less than 10 people will attend this event or activity.

List any student organizations or individuals that will co-sponsor this event:

What will the funds be used for? _____

If there will be more than one expense, please also submit an itemized expense report with this form.

Vendor: _____ Vendor Address: _____

Total Credit Card Payment: \$ _____

Credit card payment requests must be over \$300 (including taxes).

How is this payment being funded? Please list the amount of money being funded from each.

Each student organization receives \$500 per year in SBA funds. Leftover SBA funds do not roll over to the next year. For additional funds, a student organization can either collect dues or fundraise but a discretionary account must be set up in advance.

SBA Funds: \$ _____ Discretionary Funds: \$ _____

Please sign and submit to the student life office for approval:

The above organization or individual recognizes that credit card payment will only be processed if this form and an expense report, if necessary, are submitted at least ten business days before the event date and if the event and expenditures have been pre-approved by SBA and the student organization officers. All receipts must be submitted to the student life office within ten business days after the event date.

Student Org President/Treasurer Date SBA President/Treasurer Signature Date